

13 MAY 1985

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MEMORANDUM FOR:



Chief, OCR Main Library

FROM:

SUBJECT:

Consolidated Library: DDA and DDS&T


1. Attachment A is a copy of the DDA and DDS&T requirements for the consolidated library in the new building. The total space allocated in the new building for these requirements is 3,000 square feet.

2. The architects still need from us a consolidated list of these requirements. The following questions need to be answered.

- a) How many total linear feet of shelving is needed?
- b) A list of the furniture (i.e. tables, study booths, etc.), along with the dimensions of the furniture.
- c) What equipment is needed?

3. The responses should also include anything that the directorates have left off their lists that OCR feels is necessary for the support of the library. Not knowing the Agency's requirements, the architects have drawn a preliminary sketch of what the library might look like. Attachment B might help you to visualize the shape of the space and the size. Once the architects have the information, they will update this plan to reflect our requirements.

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4.  I am sure, once you have reviewed all the attachments, there will be many questions. Please call me for any assistance the architects and I can help you with in answering the questions.

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New Building Project Office

**A**

ADMINISTRATIVE --

UNCLASSIFIED

INTERNAL USE ONLY

CONFIDENTIAL

SECRET

**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

ORD Library Equipment Requirements

FROM:

EXO/ORD  
606 Ames

EXTENSION

NO.

DATE

10 May 1985

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

New Bldg. Project Office  
1J45 Hqs

Pam:

Per your request, attached are the equipment requirements for the ORD library.



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FORM 3-62

610 USE PREVIOUS EDITIONS

SECRET

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ORD Library Requirements

Public Area:

- 8 individual study carrels
- 2 reading tables for six people each
- 74 shelving units:
  - 10 wall-mounted units
  - 64 free standing units in four rows of 8 back-to-back sections
- 3 terminals linked to the OCR on-line catalog
- 2 VM terminals
- 2 microfiche reader/printers
- 1 photocopier
- 1 paper shredder

IR&D Meeting Room:

- 6 wall-mounted shelving units

Office and IR&D Areas:

- 1 OCR terminal
- 3 VM terminals
- 1 DTIC terminal (for IR&D staff)
- 1 Microcomputer with printer for online literature search

10 May 1985

### ROUTING AND RECORD SHEET

**SUBJECT:** (Optional)

New Building Consolidated Library Facility

**FROM:**

Executive Officer to the DDA  
7D18 HQS

*Bay*

EXTENSION

NO.

DATE

*15 March 85*

**TO:** (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. [Redacted]  
New Building Project Office  
OL - 2B07 [Redacted]

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55-0403/9

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MEMORANDUM FOR: [Redacted]  
New Building Project Office, OL

15 MAR 1985

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FROM: [Redacted]  
Executive Officer to the DDA

SUBJECT: New Building Consolidated Library Facility

REFERENCE: DD/A 85-0403 dtd 1 Feb 85, Same Subject

1. Attached are the Directorate of Administration (DA) Offices' responses which were prepared to assist you in properly planning the space for the New Building Consolidated Library Facility. Planning for the library in the new building affects the Offices within the DA differently. They have responded to their individual requirements as follows:

a. The Offices of Training and Education and Medical Services are not being relocated to the new building, therefore, they do not have new library requirements. The DA Safety Staff has recently been incorporated into OMS as an Office Division and the internal library space previously allocated to the Safety Staff should remain as originally planned. OMS reported via telecon that they had no additional library needs or input other than the Safety Staff requirement indicated above.

b. The Offices of Information Technology, Finance, and Personnel have been allocated their own internal library space in the new building and will not be sharing in the new building consolidated library. However, OF and OP have suggested some reference material and publications to support the new building consolidated library.

c. The Offices of Communications, Information Services, Logistics, and Security will be sharing the consolidated library facility and have provided detailed information to assist in planning for the library space.

2. If you have any further questions regarding DA library requirements, please contact [Redacted] Assistant DA Planning Officer, on extension [Redacted]. To answer any queries on the attached DA Office responses, I suggest you contact the appropriate Office directly to coordinate additional information.

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[Redacted]

Attachments

85-0403/4

OIT 85-0200  
08 MAR 1985

MEMORANDUM FOR: Executive Officer to the DDA

25X1 FROM: William F. Donnelly [redacted]  
Director of Information Technology

SUBJECT: New Building Consolidated Library  
Facility

REFERENCE: Memo for Multiple Addressee fm EO/DDA,  
dtd 1 Feb 85, Same Subject

OIT has no materials, as described in reference, which  
will require support by New Building Consolidated Library  
Facility. If your staff has any questions, please have them  
25X1 contact [redacted]

25X1 [redacted]

25X1 [redacted]

25X1 William F. Donnelly [redacted]

CONFIDENTIAL

February 28, 1985

ADPP 45-85

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MEMORANDUM FOR:

[REDACTED]  
DDA/Executive Officer

STAT

FROM:

[REDACTED]  
Assistant Director for Policy and Plans/OF

SUBJECT: New Building Consolidated Library Facility

REFERENCE: DDA 85-0403, 1 February 1985

1. We appreciate having an opportunity to assist in planning for a consolidated library facility in the new building. We would suggest that the following items be made available for the general interest of office managers and others:

Subject and Author catalog, on microfiche and in a computer accessible file, of all material available in all libraries with location of material.

Current telephone books of all Government organizations.

Complete GAO Policy and Procedures Manual.

Standardized Travel Regulations.

Federal Travel Regulations.

Joint Travel Regulations.

**Datapro updateable reference series:**

Reports on Office Automation

Directory of Software

EDP Solutions

Automated Office Solutions

Directory of Microcomputer Software

(All of the above can provide useful information to offices)

**Magazines/periodicals with useful information for many persons:**

**Wall Street Journal  
Business Week  
Infoworld  
Harvard Business Week  
Office Administration and Automation  
Data Management  
Today's Office**

Users Manuals for the several systems that will be used by a number of Agency personnel:

PERSIGN  
LIMS  
ACIS/Time and Attendance  
PKIM  
BARS/Budget  
Others as designated

Encyclopedia

Books on planning strategies

Books on management techniques

Books on employee relations and evaluation

Annual Government Organization Manual

Telephone books from major cities of U.S.

Annual/Quarterly magazines from professional organizations:

Accountants  
CPAs  
Security  
Medical  
Logistics  
Communications  
Personnel

2. If you should have any questions about any of the items listed above please contact the undersigned on extension

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DD/A Registry

55-0403/1

**MEMORANDUM FOR:** Executive Officer/DDA

**FROM:** Robert W. Magee  
Director of Personnel

**SUBJECT:** New Building Consolidated Library Facility

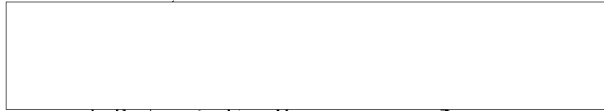
**REFERENCE:** Memo to DA Officer Directors from DDA/EXO dtd.  
1 Feb. 1984; Same Subject

In response to your request, the following is a list of reference materials/publications which I believe the Office of Personnel should provide in support of the new building library:

Foreign Affairs Manual  
 Joint Travel Regulations  
 Federal Personnel Manual  
 Working file for daily vacancy notices  
 FPM Supplement 890-1 (Federal employees health benefits)  
 FPM Supplement 870-1 (life insurance)  
 Current brochures and pamphlets for all insurance plans (life, health, etc.)  
 FPM Supplement 831-1 (retirement)  
 Social Security/Medicare reference material  
 Video's produced on retirement and employee benefits programs  
 Retirement Planning reference material  
 Voluntary Investment Plan brochure  
 Career Development Bulletin  
 Code of Federal Regulations Title 5 Administrative/Personnel  
 Decisions of the Comptroller General of the United States  
 Decisions of the Comptroller General of the United States - Bound  
 (Currently 60 volumes and eight volumes of indexes)  
 Federal Employees Almanac and its military counterpart (annual)  
 Federal Register (daily)  
 Federal Travel Regulations (several volumes)  
 Foreign Service Journal  
 Federal Personnel Manual Issuances (several volumes)  
**Management**  
 Monthly Release of Federal Civilian Workforce Statistics

Personnel Journal  
Personnel Literature  
Spotlight - EEO  
State  
United States Government Manual  
Foreign Service Manual  
Bureau of National Affairs Employee Relations Weekly  
The Employee Handbook  
The Personnel Management Handbook  
The Performance Appraisal Handbook  
The Handbook of Agency Occupational Titles and Codes  
Periodicals from American Management Association (Personnel)  
Public Personnel Management Quarterly

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Robert W. Magee

ADMINISTRATIVE-INTERNAL USE ONLY

OC-0264-85  
8 MAR 1985

MEMORANDUM FOR: Executive Officer to the DDA

FROM: 

Director of Communications

SUBJECT: New Building Consolidated Library Facility

REFERENCE: DDA 85-0403 dated 1 February 1985

1. The following publications, furniture and equipment are now in the Office of Communications (OC) Library and should be considered in the New Building Consolidated Library Facility:

<u>PUBLICATIONS</u>	<u>COUNT</u>	<u>SHELVES</u>
Brochures	4,290 approx.	34
Books	1,479	56
Crypto Manuals	86	1 Safe
DOD/Documents	103	35
Manuals	814	20
Reference Material	250	2 Safes
Tempest Reports	53	2
TOTAL	7,075	

FURNITURE AND EQUIPMENT

- 1 - Magazine Stand: 41 1/2H x 36W x 17D
- 1 - Magazine Rack: 60H x 48W x 17D
- 1 - Card Catalog Cabinet: 40-Tray Cabinet - 66H x 33W x 17D
- 3 - Tables: 30H x 60W x 34D
- 2 - Desks: 29H x 58W x 66D
- 11 - Chairs
- 2 - Library Stools: 23H x 18W x 16D

ADMINISTRATIVE-INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

**SUBJECT: New Building Consolidated Library Facility****1 - Better Pack - Paper Tape Machine****1 - Wrapping Paper - Roll Cutter****2 - Carrels - Audio Visual: 47H x 36 1/2W x 24D****2 - Color Video Monitors****2 - Video Cassette Players****1 - Micro Fiche Reader: 23H x 13W x 16D****2 - Typewriters: 1 - Manual; 1 - Electric****1 - Integrated Library System (ILS) - Minicomputer Based System****1 - Table for Minicomputer Based System: 50H x 48W x 20D**

Size of present OC Library: 22 feet x 36 feet approximately.

2. The OC Library has a comprehensive collection of diversified technical information to serve the OC staff. Eighty-five percent of all the publications now on file and received in the OC Library can be considered reference material pertinent to the OC staff and should be retained in the New Building Consolidated Library Facility.

3. To avoid duplication of periodicals and books, suggest it may be useful to review the OCR/Library card catalog files and the OCR/AB Master Renewal Listing for Periodicals.

4. The Office of Communications operates an Employee Resource Center. Space, furniture and equipment needs to be considered in the New Building plans. This Center may be incorporated within the New Library space if it is private, or separated from the main stream. However, it is best as a stand alone facility.

**PUBLICATIONS**

<b>Books</b>	<b>10 Shelves - 24W x 12H x 15D</b>
<b>Assessment Materials</b>	<b>14 Shelves - 24W x 12H x 15D</b>
<b>Reference Materials</b>	<b>2 Shelves - 24W x 12H x 15D</b>

**ADMINISTRATIVE-INTERNAL USE ONLY**

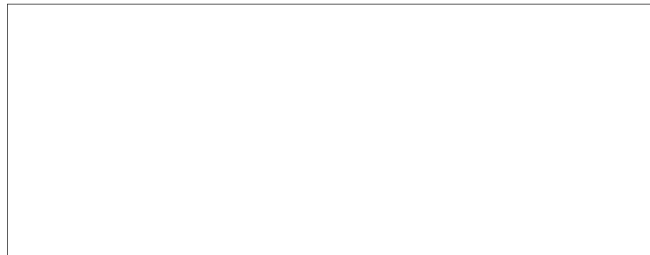
ADMINISTRATIVE-INTERNAL USE ONLY

**SUBJECT: New Building Consolidated Library Facility**

**FURNITURE AND EQUIPMENT**

- 1 - Round Table: 36W x 30H
- 4 - Chairs
- 2 - Desks: 29H x 58W x 66D
- 1 - Stereo System
- 1 - Video Cassette Player
- 1 - Video Cassette Monitor
- 2 - Tables: 30H x 60W x 34D.

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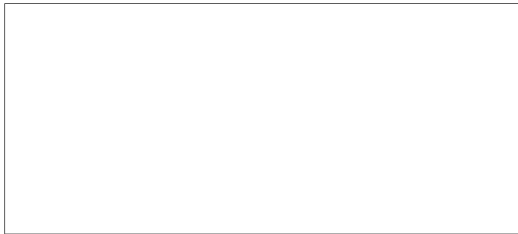
ADMINISTRATIVE-INTERNAL USE ONLY

DD/A Registry  
[Redacted]

8 March 1985

MEMORANDUM FOR: Executive Officer to the DDA  
 THROUGH: Director of Information Services  
 FROM: [Redacted]  
 Chief, Plans and Management Staff, OIS  
 SUBJECT: New Building Consolidated Library Facility  
 REFERENCE: Your Memorandum dated 1 February 1985, Same Subject

As requested in paragraph 3b of the referenced memorandum, attached is a list of publications and other materials that would be of value to the mission of OIS if placed in the new building library facility. There are no materials presently stored within our office that we would transfer to the new facility.



Attachment

OFFICE OF INFORMATION SERVICES

Proposed Publications for  
New Building Library Facility

1. Reference Material - One copy each

Congressional Hearings concerning CIA

Nonfictional works concerning CIA or intelligence, especially those by present or former Agency employees (as defined by the regulations governing the Publications Review Board)

Carrollton Press volumes on declassified Government documents.

Copies of court decisions referring to CIA or intelligence, and evidence presented in those cases by OGC/CIA or the Justice Department acting on the Agency's behalf

U. S. Government Manual

All NSCIDs and DCIDs

OGC Guide to Law of CIA (4 volumes)

Current telephone directories (GSA, DoD, State)

2. Subscriptions - One copy each

American Archivist	Monthly
Code of Federal Regulations, Title 41	Daily/Annual
Current Awareness Service and Micrographics Index	Irregular
FPM Maintenance Material <input data-bbox="776 1545 919 1654" type="checkbox"/>	Irregular
Graphic Communication World	Weekly
Infosystems	Monthly

25X1

Journal of Systems Management	Monthly
Micrographics Newsletter	Bi-weekly
The Office	Monthly
Office Administration and Automation	Monthly
Panorama - Kodak	Quarterly
Prologue	Irregular
Records Management Quarterly	Quarterly
U. S. Code Title 44	Annual
U. S. Government Manual	Daily/Annual
The New York Times	Daily
The Washington Post	Daily
The Wall Street Journal	Daily

3. Brochures

Collection of vendor supplied brochures, catalogues, office furniture, filing and storage equipment. One shelf loose-leaf binders.

4. Equipment

1 Microfilm Cartridge Reader/Printer

1 Microfiche Reader/Printer